

*card*  
The Honorable Jeffrey P. Hillelson  
U. S. House of Representatives  
Washington 25, D. C.

Dear Mr. Hillelson:

This is to acknowledge receipt of your letter of 7 December 1953, in behalf of a constituent who is interested in applying for secretarial or clerical work with this Agency.

The minimum standards required for secretarial positions at CIA are 40 words per minute in typing and 80 words per minute in shorthand. If your constituent wishes to apply for employment here, it is requested that she complete the enclosed application forms and return them to our personnel Director as soon as convenient. Upon receipt of the forms, you may be assured that they will receive every consideration for current employment possibilities and we will be glad to advise you of the final decision reached in this case.

With kindest regards.

Sincerely,

Allen W. Dulles  
Director

Enclosure


OGC:  /ros (15 Dec 53)

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*Official*

*see WN 19832*

Jeffrey P. Hillelson For Release 2003/03/05 : CIA-RDP80R01731R001600070017-4  
4TH DISTRICT, MISSOURI

SUITE 1216, NEW HOUSE OFFICE BUILDING

HOME ADDRESS:  
P. O. BOX 365  
INDEPENDENCE MISSOURI

**Congress of the United States**  
**House of Representatives**  
**Washington, D. C.**  
December 7, 1953

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COMMITTEES:  
GOVERNMENT OPERATIONS  
DISTRICT OF COLUMBIA

EXECUTIVE SECRETARY:  
THOMAS C. HENDRIX

FIELD SECRETARY:  
DAVID W. PANSING

Director of Central Intelligence  
Central Intelligence Agency  
Washington, D.C.

Dear Sir:

I have been requested by one of my constituents,  
to obtain information relative to securing a position with  
your Agency.

The employment desired is on the basis of secre-  
tarial or clerical work. I would appreciate any information  
you can furnish me, so that I will be in a position to ad-  
vise my constituent.

The reason for this letter is that there seems  
to be an element of secrecy surrounding such positions, as  
well as no set pattern regarding applications.

With kind personal regards.

Sincerely,

*Jeff Hillelson*  
JEFFREY P. HILLELSON  
M.C.

JPH:AMD

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Jeffrey P. Hillelson (R. , Mo. ) is a member of the District of Columbia Committee and Government Operations Committee (Intergovernmental Relations Subcommittee).

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